

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Activity Director

Supervisor: Building Administrators

FLSA Status: Non-Exempt **Employee Group:** Certified

Qualifications:

1. Valid Illinois Professional Educator License
2. Experience in coordination and organization of various high school activities.
3. Demonstrate the ability to work positively with students and staff to enhance the high school experience for students, staff, and community.

Terms of Employment:

- 0.80 FTE, Teacher Contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Work with students, staff, and community to encourage involvement in extracurricular activities to increase student involvement in the high school experience.
2. Assist various programming and activity sponsors with ordering needed for items for homecoming and other school sponsored events.
3. Work with all school coaches and sponsors of extracurricular activities and clubs to organize the annual Activity Fair and other school/community activities and events.
4. Coordinate student orientation, graduation, Baccalaureate, and other beginning and end-of-year activities as directed by building administration.
5. Assist with the organization and planning of Senior Awards night and other recognition events.
6. Collaborate with class advisors in the execution of their responsibilities.
7. Assist and promote activities which increase student involvement in the high school experience.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.